

**CITY OF WHITEWATER, WISCONSIN**

**REQUEST FOR PROPOSAL FOR  
ENGINEERING SERVICES**

**NORTH STREET BRIDGE REPLACEMENT PROJECT 2011**



**Proposals Due: February 16 @ 4:00 PM**

City of Whitewater  
312 W Whitewater Street  
PO Box 178  
Whitewater, WI 53190

**REQUEST FOR PROPOSAL  
ENGINEERING SERVICES  
North Street Bridge Replacement Project 2011  
Official Notice**

The City of Whitewater is requesting proposals and qualifications for engineering services related to the North Street Bridge Replacement project. The City anticipates this project will be funded in part by a grant from the Wisconsin Department of Commerce Community Development Block Grant (CDBG) program. The project is currently scheduled for construction in 2011.

The project will include reconstruction of approximately 600 linear feet of street and utilities, including water main, sanitary sewer, and storm sewer. The project also includes replacement of two bridges within the corridor: the west bridge over a mill race, and the east bridge over Whitewater Creek.

Proposals will be received by the City of Whitewater City Clerk's Office at 312 W. Whitewater Street, Whitewater, WI 53190 until 4:00 PM, February 16, 2011 for professional engineering services for the reconstruction of the North Street Bridge Replacement in the City of Whitewater.

Copies of the Request for Proposal may be obtained from the City of Whitewater by calling (262) 473-0500 or on-line at: [www.whitewater-wi.gov](http://www.whitewater-wi.gov)

## ***INSTRUCTIONS FOR PROPOSALS***

Your firm is requested to provide a Statement of Qualifications, proposed construction schedule, and fee proposal to accomplish the Scope of Services as described herein. Your proposal is to be signed by a duly authorized official of the proposer and shall be submitted to the City of Whitewater by the time and in the manner as described. The City of Whitewater will make no reimbursement for any cost incurred for preparing a proposal or before a formal notice to proceed if awarded a contract.

The proposal shall state that it is valid for a period of not less than sixty (60) days from the due date. Four complete copies of your Request for Proposal must be received by 4:00 PM on February 16, 2011 (this is not a postmark date) at the address below:

City of Whitewater  
Attn: Michele Smith  
312 W Whitewater Street  
Whitewater, WI 53190

Facsimile transmittals of proposals will not be accepted.

## ***STATEMENT OF QUALIFICATIONS***

In your Statement of Qualifications, please include:

Firm name, address, telephone number and contact person.

A one page statement of interest and qualifications for this project.

A brief (maximum two-page) project understanding description. Include any concerns.

A brief description (maximum two pages) of the firm's specific abilities and expertise to provide the required professional services and qualifications related to project requirements, including project management skills and methodology to monitor project budgets.

Key personnel proposed as project team members, including detailed resumes.

Descriptions of recent and related projects completed by the firm(s) on related reconstruction projects in the last two years.

References of other owners for which the firm has provided similar professional services in the last five years.

Reference information must include:

Name of owner

Project name

Brief description of firm's involvement

Contact person

Address

Telephone number

Firm's key personnel assigned to the reference project

Description of work to be performed outside of the firm, including a listing of subconsultant names, description of work to be performed by the subconsultant, and a description of subconsultant's qualifications. Provide resumes for subconsultant's personnel who will be working on the project.

## ***SCOPE OF SERVICES***

The City of Whitewater is requesting proposals for engineering services related to the North Street Bridge Replacement project. The City anticipates this project will be funded in part by a grant from the Wisconsin Department of Commerce Community Block Grant (CDBG) program. The project is currently scheduled for construction in 2011. A map of the project area is attached for your information.

The following engineering services are to be included in the proposal:

1. All field work necessary for design of the project, including topographic survey, stream cross-sections, and structure surveys.
2. Assist the City with identification of geotechnical services needed for the project and solicitation of proposals for geotechnical services. The City will select and retain the geotechnical consultant.
3. Complete preliminary and final design for street, utility, and bridge construction, including hydraulic calculations for new bridges. The new bridges shall be designed to meet Wisconsin Department of Transportation and LRFD requirements.
4. Attend up to four meetings with city staff, elected officials, and community representatives to discuss, review, and solicit input regarding the project design.
5. Obtain all approvals and permits needed from various regulatory agencies for the project.
6. Coordinate with the City and their historical and archaeological resource consultants.
7. Assist the City with compliance with CDBG program requirements.
8. Assist the City with identification and acquisition of right-of-way and easement needed to complete the project as designed.
9. Provide bidding services, including preparation and distribution of bidding documents, responding to questions from prospective bidders, attendance at bid opening, tabulation and review of bids, and distribution of contracts after award.
10. Provide contract administration services including preconstruction conference, shop drawing review, pay request review, and miscellaneous construction correspondence.
11. Provide part-time construction observation services to complement services provided by the City's engineering department. City has engineer technician who can observe the utilities, and street construction. Construction observation assistance will be required for the bridges construction. *In your proposal provide for 200 hours of construction observation of the bridges.*
12. Provide construction staking services.
13. Furnish record drawing mylars and pdf files to City at project completion.

## **Scope of Services Proposal**

Proposal should include:

1. Breakdown of hours for each of the following major tasks:
  - Design
  - Bidding services
  - Construction administration
  - Construction observation (include 200 hours for bridge construction observation)
2. Estimated total fee for each major task.
3. Grand total of fee to accomplish the scope of services for entire project.
4. Would your firm agree to a fee contract that will provide the scope of services on a time & materials basis with a not to exceed cap?      Yes or No or Will Negotiate (please circle one)

## ***PROPOSED PROJECT SCHEDULE***

City is expecting to have construction of this project substantially completed by Oct. 15, 2011

Assuming a March 2 Notice to Proceed with engineering services and no permitting issues, please provide a proposed time schedule for the following milestones:

Preliminary design – needed for CDBG application

Final design

Bid advertisement

Award of contract – Council meets on 1<sup>st</sup> & 3<sup>rd</sup> Tuesdays – Recommendation for packet needs to be to City staff by Wednesday before council meeting

Notice to Proceed to contractor

Construction substantial completion

## ***QUALIFICATIONS EVALUATION CRITERIA***

The consultant selection process will be a qualifications-based selections process (QBS). A committee will evaluate the written proposals. The following criteria will be used by the committee in evaluating the qualifications:

	Relative Importance
Experience of consultant and sub-consultants (past projects)	20 points
Qualifications of management team personnel to be assigned	15 points
Firm's Understanding Project	20 points
Proposed project schedule	15 points
Experience with Community Development Block Grant	10 points
Proposed engineering fees	20 points

The City may, at its discretion, select a firm or firms within a competitive range to be invited to present additional oral or written information. The same evaluation and weights listed above will be used to rank the oral interview phase of the qualifications process.

## ***SELECTION***

Upon completion of the qualifications and fee proposal evaluation, negotiations will be conducted with the firm selected to be the most advantageous to the City.

If an agreement cannot be reached, negotiations will continue with the next most advantageous firm, and so on, until an agreement is reached. The proposed contract will then be submitted to the City of Whitewater Common Council for approval.

## ***PROJECT BACKGROUND***

North Street is an urban street oriented in an east-west direction through the City of Whitewater. Due to the presence of lakes and creeks, North Street currently serves as one of only two east-west traffic routes within the City limits. In the past five years, the City has completed several phases of reconstruction on North Street between Fremont and First Streets. The final phase of reconstruction includes reconstruction of North Street from east of First Street to Jefferson Street, northeast of downtown Whitewater.

The project will include reconstruction of approximately 600 linear feet of street and utilities, including water main, sanitary sewer, and storm sewer. The project also includes replacement of two bridges within the corridor: the west bridge over a mill race, and the east bridge over Whitewater Creek.

The existing west bridge, P-64-0704, a concrete spandrel arch-type bridge constructed in 1890, has a current sufficiency rating of 56.9 and a deck and superstructure rating of 4. This bridge will be replaced with a concrete slab-type bridge with architectural treatments and integral sidewalks.

The east bridge, P-64-0705, a stone masonry spandrel-arch type bridge constructed in 1880, has a sufficiency rating of 76.1 and deck and superstructure ratings of 6 and 5 respectively. This bridge will be replaced with a concrete slab-type bridge with architectural treatments and integral sidewalks. The east bridge will also include provisions for a shared use path.

Due to safety concerns, the sidewalks on the north sides of both bridges have been closed since 2009. Pedestrian provisions have been made on the roadway using concrete barriers.

The City of Whitewater has retained a consultant to determine if the bridges have historical or archaeological significance.

### ***QUESTIONS CONCERNING THIS RFP***

To ensure that all proposers receive the same information concerning this RFP in a timely fashion, all questions concerning this Request for Proposals should be directed to Dean Fischer, Public Works Director, at 262-473-0140 or email [dfischer@whitewater-wi.gov](mailto:dfischer@whitewater-wi.gov) . Proposers are prohibited from contacting any elected city officials concerning this Request for Qualifications. Proposers that contact any prohibited officials risk being declared an ineligible contractor. Dean will be on vacation and not available Feb 7-9

***The City of Whitewater reserves the right to reject all proposals or any proposal or to accept any proposal which will best serve the interest of the City.***